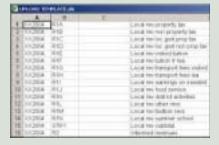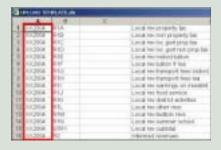# Steps For Uploading Data

1) Go to location http://nces/surveys/npefs/spreadsheet.asp

2) Download the Excel Template (UPLOAD TEMPLATE. xls)
   a) Your file will either open in the browser
   b) or a message box will appear to save your file
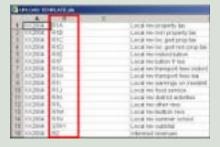
3) Open UPLOAD TEMPLATE.xls.
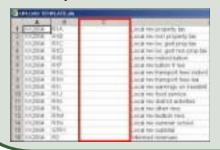
Contents of Excel spreadsheet.

4) Change the placeholder **("XX")** to your two letter state abbreviation in caps with the 4 digit fiscal year in Field 1 as indicated below. Example: Alaska would be AK2005.

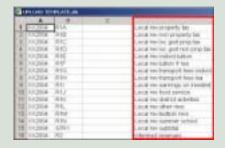**5)** Field "B" will have a list of all possible item codes, including the new exhibit items.

6) Enter your data in Field "C", omitting all commas, dollar signs or decimals points.
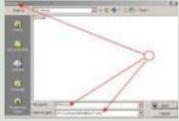

7) Field "D" will have the item code (Field "B") descriptions for your convenience.

8) "Save as" a csv (comma delimited file). Example: Alaska's file would be AK05.csv.

a) Enter data in Field "C"

b) Click "*File*" and "*Save As*"

c) Type the name in the "*File Name*" field. Example: (**AK05**)

d) Choose type "*CSV (Comma delimited)(*.csv)*" in the "*Save as type*" field .

e) When viewed in a file viewer data should look like this:

AK2005,R1A,2004567,Local revenue property tax
AK2005,R1B,4568632,Local revenue non property tax
AK2005,R1C,1265980,Local revenue local govt prop tax

9) Ready to Upload the csv (comma delimited file)

a) Go to location http://nces/surveys/npefs/index.asp,

b) Type in your password and click "Sign in"

c) Choose "UPLOAD" from the menu selection

d) **"BROWSE"** and select the file to upload. Example: (AK05.csv)

e) Click **"SUBMIT"** and the upload is completed.

Note: The upload process does not include flags. Please indicate missing **"M"** or not applicable **"N"** in the flag field as necessary for the appropriate data items in the Web form.